

**PERSONNEL BOARD MEETING**  
Monday, January 9, 2017 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Zoraya Pena, Member; Stephen Dielmann, Member; Luis Zubieta, Member

**AGENDA**

1. Request to approve the minutes of the December 5, 2016 Personnel Board meeting.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received December 2016.
  1. Jorge F. Hernandez                      Education and Community Department
  2. Mark Sanchez                          Fire Department
  3. Richard Sans                          Fire Department
  4. Annette R. Otaño                      Human Resources Department
  5. Gabriel Arrojas                      Police Department
3. Report of Leave without Pay for December 2016.
4. Report of Civil Service Appointments for December 2016.
  1. Jamiee Armesto                      Public Safety Communications
  2. Mileidys Campuzano                  Public Safety Communications
  3. Vanessa Ferrando                      Public Safety Communications
  4. Christopher Garrido                  Public Safety Communications
  5. LaGaria Tennyson                      Public Safety Communications
  6. Hamiris Vargas                      Public Safety Communications
5. Report of Civil Service Resignations for December 2016.
  1. Ricardo Castellon                      Construction and Maintenance
  2. Janisse Martinez                      Education and Community Services
  3. Juan Medina                          Finance
  4. Mayda Mir                              Grants & Human Services
  5. Francys Vallecillo                      Mayor's Office
  6. Xavier E. Guerrero                      Parks and Recreation
  7. Adalyn Aluart                          Public Safety Communications
  8. Leyden Rodriguez                      Public Safety Communications
6. Report of Maternal/Paternal Leave for December 2016.
  1. Alex Castillo                          Fire Department

7. Report of Leave of Absence for December 2016. **None.**
8. Request to certify the eligibility list for **Administrative Aide - Confidential for the Mayor's Office.**
9. Request to certify the eligibility list for **Administrative Aide - Confidential for the City Clerk Office.**
10. Request to certify the eligibility list for **Administrative Aide - Confidential for the Community and Development Department.**
11. Request to certify the **corrected** 2016 eligibility list for **Fire Lieutenant.**
12. Request to certify the **corrected** 2016 eligibility list for **Police Sergeant.**
13. Request to conduct a Civil Service examination for the **Program Specialist III - Grants & Human Services (Leonard J. Grandio Jr.)** position with the following criteria:
  - a. In-house, Non-competitive
  - b. 60% Oral
  - c. 40% Education/Experience
  - d. Must obtain a minimum of 70% on the oral portion.
  - e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)  
Range 51 – \$1,320 - \$2,692 Bi-weekly
14. Request to conduct a Civil Service examination for the **Program Specialist III - Grants & Human Services (Elsa C. Rodriguez)** position with the following criteria:
  - a. In-house, Non-competitive
  - b. 60% Oral
  - c. 40% Education/Experience
  - d. Must obtain a minimum of 70% on the oral portion.
  - e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)  
Range 51 – \$1,320 - \$2,692 Bi-weekly

15. Request to conduct a Civil Service examination for the **Program Specialist II - Grants & Human Services (Andres Ruiz)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)

Range 48 – \$1,099 - \$2,213 Bi-weekly

16. Request to approve the **new** civil service classification and job description for the position of **Professional Engineer Coordinator**.

Copy of **new** job description is attached.

Range - Management

17. Request to hear **Unfinished Business**.

18. Request to hear **New Business**.

**NEXT PERSONNEL BOARD MEETING: Monday, February 6, 2017 at 6:00 P.M.**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.